

### Editing Holiday Premium Pay for an Unscheduled Absence

# Viewing Timecards with Holiday Premium Pay & Unscheduled Absences

- Access the Pay Period Close Genie for the desired pay period.
- 2. Select the hyperfind "Empls with HP1 and Unsch Leave".

Employees that meet the following conditions will display -

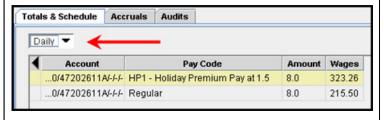
- · Worked on the observed holiday, and
- Reported an unscheduled absence during the pay period.



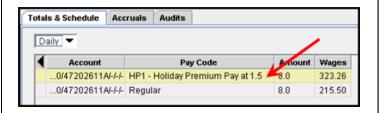
- 3. Select all employees that display on the list and click the Timecard Launch button to view each timecard.
- 4. View each timecard to determine if an unscheduled absence preceded or followed the holiday worked.
- 5. Perform a Pay Code Move to reduce the holiday premium pay if an unscheduled absence was reported on the day immediately prior to or after the holiday.

#### **Performing the Pay Code Move**

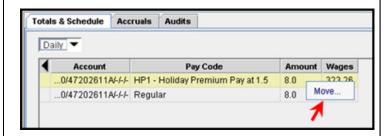
- 1. From the timecard, click on the hours worked that display on the holiday.
- 2. In the Totals & Schedule tab, change the view from "All" to "Daily".



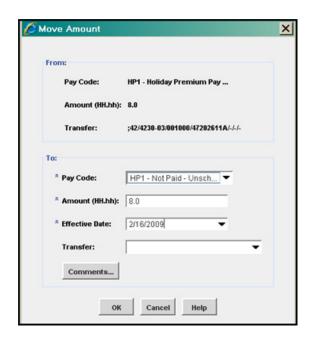
3. In the Totals and Schedule tab, click on the holiday premium pay – *HP1 – Holiday Premium Pay at 1.5*.



4. Right click on the holiday premium pay. A Move box will display. Click on Move.



The Move Amount dialog box will display.



Page 1



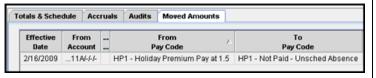
## Editing Holiday Premium Pay for an Unscheduled Absence Continued

### Performing the Pay Code Move (continued from Page 1)

- 6. The **From**: **Pay Code** box should display *HP1 Holiday Premium Pay at 1.5*.
- 7. In the **To**: **Pay Code** box, select *HP1 Not Paid Unsch Absence* from the pay code drop down box.
- 8. Enter the hours (HH.hh) to move in the *Amount* field. The amount should be equal to the number of hours of the unscheduled absence, but should not exceed the amount of holiday premium pay.
- 9. Enter the date of the holiday in the *Effective Date* field.
- 10. Click *OK*.
- 11. Click Save.
- 12. Verify the change in the *Totals* tab.



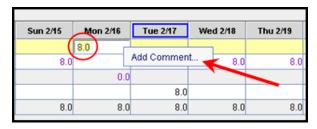
13. Verify the Move in the *Move Amounts* Tab.



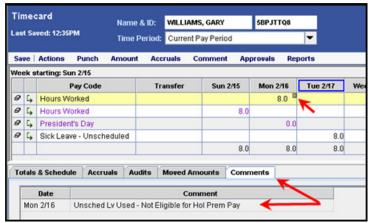
#### **Adding a Comment**

A comment should be added to the employee's timecard by the manager when holiday premium pay hours are reduced by an unscheduled absence.

- 1. In the timecard, click on the "Hours Worked" on the holiday.
- 2. Right click on the hours. An **Add Comment** box will display.



- Click on the Add Comment box. A list of available comments will display.
- 4. Select the comment "Unsched Lv Used Not Eligible for Hol Prem Pay".
- 5. Click **OK**.
- 6. Click Save.
- 7. Review the comment that displays in the Comments tab below the timecard.



Page 2